

U.S. Department of Labor

**Employment and Training Administration
The Curtis Center, Suite 815 East
170 S. Independence Mall West
Philadelphia, PA 19106-3315
(215) 861-5500 Fax: (215) 861-5520**



Reply to the Attention of: II FSC/OJC

June 30, 2004

REGION 2 PRH SUPPLEMENT #

6.6R2B

**TO: ALL REGION II JOB CORPS CENTER DIRECTORS
ALL REGION II JOB CORPS CIVILIAN CONSERVATION
CENTER DIRECTORS THROUGH AGENCY PARTNERS
ALL REGION II JOB CORPS CONTRACTORS**

SUBJECT: USE OF FEDERAL CREDIT CARDS FOR TRAVEL

1. **PURPOSE:** Improve oversight and control of the expenses associated with Student Travel charges.
2. **BACKGROUND:** In February 2004, Centers were issued Citibank Visa Cards for Student Travel Expenditures. It is now possible to analyze the cost of travel by center, and for various types of travel activity. Over the past two years, costs associated with student travel continue to escalate, and these costs deplete the funding available for other important student services. Therefore, each center will be required to review and annotate their monthly Citibank Visa card transactions, so that travel can be better monitored and controlled.
3. **ACTIONS:**
 - a. Remove Region 2 PRH Supplement 6.6R2a - USE OF FEDERAL CREDIT CARDS FOR dated May 24, 2004 and replace with Region 2 PRH Supplement 6.6R2b - USE OF FEDERAL CREDIT CARDS FOR TRAVEL dated June 30, 2004.
 - b. Effective July 1, 2004 centers will utilize the attached spreadsheet to record all Citibank student travel related purchases. Each ticket or charge will be entered at the time the ticket is ordered. During this process, each line entry will be annotated with the codes listed below, which reflect the reason for the student travel.
 - c. The Regional Office will send via FAX or FEDEX, a copy of the Citibank invoice to each center, as soon as they are received each month. Within 10 working days of receipt, each center will review their invoice and spreadsheet for corrections, deletions, and/or omissions. The spreadsheet should be saved and returned to the Regional office:

- d. **Administrative Leave without Pay** category may be used for to allow students to return home at times other than during official breaks. At center director's discretion, the cost for this travel may be arranged and purchased by center and charged to the student when there is reasonable expectation that costs can be recovered during the student's enrollment. THESE CHARGES MUST BE MADE USING CENTER FUNDS AND **NOT** PLACED ON THE CITIBANK CARD, since the recovered costs will be added back to the center funds.

Reasons for Travel

CODE	DESCRIPTION
A-XX	Arrival & State abbreviation
S	Normal Separation
D	Disciplinary Separation
M	Medical Separation, Medical Leave, or MSWR
P	P-DOF or WBL activity
O	Other - Explain
Code+R	Any of the above codes +R will be used for "return from" the above listed travel activities.
P+Code	WBRK = WINTER BREAK, SBRK=SUMMER BREAK

The Regional Office will track monthly travel costs by center and type and report variations to the center for further discussion or follow up as needed.

- e. Centers must continue to adhere to the 12-hour guideline regarding the use of air travel. Centers should schedule students to travel on ground transportation unless such travel would necessitate the student being on a bus for over 12 hours. Centers must also investigate the most economical departure and arrival points for students.
4. **INQUIRIES:** Questions regarding this RFI should be directed to your Government Authorized Representative.
5. **ATTACHMENT:** CITIBANK STUDENT TRAVEL LOG.xls

**LYNN INTREPIDI
REGIONAL DIRECTOR
OFFICE OF JOB CORPS**